



## **JOB POSTING**

### **Summer Reading Club Leader**

#### **Full-time, Temporary**

The Okotoks Public Library is currently accepting EXTERNAL applications for the full-time, temporary position of Summer Reading Club Leader located at Okotoks Public Library, 23 Riverside Drive, in Okotoks.

#### **POSITION SUMMARY**

Our next Summer Reading Club Leader is enthusiastic, creative and enjoys working with children ages 5 to 12. They will be responsible for creating and facilitating programs and community outreach related to the TD Summer Reading Club. We are looking for a self-starter with excellent communication and organizational skills.

#### **KEY RESPONSIBILITIES**

- Plan and deliver multiple weekly early literacy, story time, and craft programs for children ages 5 –12 following the 2022 TD Summer Reading Club theme.
- Promote the program within the community and at events such as the Okotoks Children's Festival.
- Organize imaginative weekly displays
- Manage the summer program budget, report statistics, and submit program evaluations
- Perform other duties as required

In addition to the duties listed above, the Summer Reading Club Leader may be expected to perform other duties as assigned.

#### **QUALIFICATIONS**

- Between the ages of 16 and 30 and must be a Canadian citizen or permanent resident.
- Currently enrolled and returning to a post-secondary undergraduate or graduate degree program full-time in September 2022.
- Friendly and positive attitude with excellent interpersonal skills.
- Experience working with children is preferred.
- Ability to develop, plan and implement programs that support literacy and numeracy to children aged 5 to 12.
- Comfortable managing large groups of children.
- High level of self-motivation, creativity, and resourcefulness.
- Ability to work independently as well as contribute positively to a team environment.
- Superior written and communication skills including public speaking.

**Hours of Work:** 30 hours per week

**Position Term:** June 13 – August 19, 2022

**Salary:** \$16.00/hr + 4% pay in lieu of vacation

**Applications must be received no later than:** Friday, May 27, 2022

**Please send cover letter and resume to:** Sarah Gillie, Acting Manager  
Okotoks Public Library  
23 Riverside Dr., Okotoks, AB T1S 1A6  
Email: [sgillie@okotokslibrary.ca](mailto:sgillie@okotokslibrary.ca)

**Note:** All appointments will be conditional on an acceptable criminal records check.

**We thank you for your interest in the Okotoks Public Library, however, only those applicants selected for an interview will be contacted.**